

# FARMINGTON POLICE DEPARTMENT

## POLICY AND PROCEDURE



**Policy Number:**  
111-03      **Effective Date:**  
06/04/2018

**Subject:**  
Periodic Activity Management System

**Approved by:**

A handwritten signature in black ink.

**Steven D. Hebbe, Chief of Police**



### **PURPOSE:**

To establish a system to ensure that periodic reports, reviews and other mandated activities are accomplished.

### **POLICY:**

It is the policy of the Farmington Police Department to maintain a system to ensure that periodic reports, reviews and other activities mandated by policy and procedure are accomplished as required.

### **PROCEDURE:**

It is the responsibility of the Accreditation Manager to monitor those activities mandated by Department policy and procedure which require a periodic report, review or other activity. This is accomplished through use of a spreadsheet maintained by the Accreditation Manager.

The log which lists the required activities contains the applicable Commission on Accreditation for Law Enforcement Agencies (CALEA) standard number, report title or subject, frequency, individual responsible and due date. The Accreditation Manager provides this information to those Department employees responsible for the required activity. It is the responsibility of those Department employees to accomplish the activity and notify the Accreditation Manager by Inter-Office Memorandum by the due date. The Inter-Office Memorandums documenting completion of required activities are filed in the CALEA Standard Files. The Accreditation Manager uses the spreadsheet to monitor the dates of the last activity and the next due date to ensure that each required activity is accomplished on time.